



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PRINTING SERVICES MANAGER	39	A	9.702

DEFINITION OF THE CLASS:

Under general supervision of the Superintendent, State Printing and Micrographics Division, plans, organizes and supervises the printing operation through the composing, camera and stripping, press room, proofing and bindery production units; and performs related duties as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Manages printing operations which includes: receiving all printing orders; calculating the most cost-effective method of production; preparing appropriate printing specifications; assigning the work orders to appropriate staff; monitoring and/or following up on the job progress; reassigning job priorities; inspecting the completed product for accuracy; enforcing quality standards; and ensuring the accuracy and propriety of job costs. Evaluates work load and work flow; establishes effective work procedures; recommends solutions to production deficiencies; and ensures optimum use of staff, equipment and resources. Reviews and approves requests from other State agencies to have private printers prepare their printing jobs.

Analyzes printing operations and makes recommendations to the Superintendent regarding policies, procedures, methods, and equipment which will increase the efficiency of plant operations.

Maintains adequate inventory of printing materials and supplies by reviewing and approving purchase orders according to State purchasing regulations and budget restrictions. Monitors the status of the printing fund and determines the impact of material and equipment purchases and staff overtime hours prior to approval.

Supervises subordinate staff including lower level supervisors by assigning printing jobs to the appropriate section, reviewing quality and timeliness of the work and providing training, guidance and counseling, initiating disciplinary actions, and evaluating performance. Also assumes responsibility for management of the division in the absence of the Superintendent.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of state administrative regulations, policies and procedures pertaining to printing, purchasing and personnel. General knowledge of accounting principles. General knowledge of modern methods and trends in the printing profession. General knowledge of computerized systems used for composition and tracking production costs and materials.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the methods, materials and equipment and procedures used in a large printing plant including lithographic processing, bindery, composing, and press room operations. Working knowledge of the principles and practices of management and supervision.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to speak to groups or on a one-to-one basis to provide information, explain policies and procedures, and justify recommendations. Ability to establish work priorities, delegate assignments, and train, motivate, and supervise staff. Ability to establish and maintain effective working relationships with division and agency staff, representatives of other agencies, elected and appointed officials and vendors. Ability to plan, coordinate, and supervise the operational activities of a large printing plant to optimize efficiency. Ability to evaluate job costs and determine if charges for labor and materials are appropriate.

Skill in operating and maintaining direct impression printing presses and large multi-color web presses.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school, vocational school, or the equivalent education and three years of supervisory experience in the printing trades, which included responsibility for supervising printing operations and staff, preparing estimates, and developing production standards in a printing plant employing 25 or more people; OR

II

An equivalent combination of education and experience that provided the applicant with the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.702</u>
REVISED:	7/1/69
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